

**USAID/Nepal**  
**Office of Health and Family Planning**

**AID Senior Health Technical Advisor**  
**Position Description**

**Position Description Summary:**

The Senior Health Technical Advisor (SHTA) is a FSN senior-level professional in the USAID/Nepal Health and Family Planning Office (HFP). S/he will serve as the Deputy Team Leader for the Family Health Team covering Family Planning; Maternal, Newborn & Child Health; Nutrition; Health Systems (FP/RH/MNCH/N/HS) activities. The SHTA directly supervises at least two mid/senior-level technical FSNs and reports to the Family Health Team Leader. The SHTA will actively participate as a USAID senior representative in central-level Ministry of Health and Population (MOHP) policy development, governance and planning meetings, donor and implementing partner coordination meetings and program and technical workshops and seminars. Main responsibilities include staff supervision, technical and policy leadership and program guidance and senior-level liaison with MOHP officials and other Government of Nepal (GON) officials within the MOHP and other line ministries. The SHTA serves as the Acting Family Health Team Leader and A/COR or activity manager as requested.

**Major Duties and Responsibilities:**

1. 65% Time: As Deputy Team Leader and SHTA, and with minimal supervision, provides technical, policy, programmatic and administrative management of key components of USAID/Nepal's Family Health activities in the public and private sectors with a particular focus on health systems strengthening.
  - A. Provides technical expertise, leadership and collaborates in the designing, implementation, monitoring and evaluation FP/RH/MNCH/N/HS activities/projects with a particular focus on health systems areas of health governance, quality improvement, human resources and public financial management. Ensures all programs are integrated within the health and other technical sectors wherever appropriate.
  - B. Represents USAID as a member on multi-donor technical and policy working groups with a particular focus on the governance and accountability action plan committee; health financing working groups; health insurance working groups; and procurement and logistics related working groups composed of representatives from several host-country entities.
  - C. Take lead role by providing technical and programmatic expertise in planning, implementing and evaluating MOHP-USAID annual work plans for national programs such as: FCHV, CB-IMCI, FP/RH, Safe-Motherhood, Nutrition and Vitamin A.
  - D. Facilitate in preparing HFP financial management documentation in areas of program responsibility, with input from responsible technical and finance staff. Take active role in preparing Implementation Letters (ILs) for commitment of USAID funds together with OC. Assist OC division in closing out unspent/unliquidated balances remaining in ILs as necessary.

- E. Plays lead role in increasing USAID's engagement in the implementation of Nepal's National Health Sector Program, Phase 2 (NHSP II) and Phase 3 (NHSP III) and engagement with other stakeholders in sector-wide approaches.
- F. Provide technical support in the areas of FP/MNCH/N/HS to team members of the Family Health Team and other portfolios. Provide technical leadership in areas related to health systems strengthening.
- G. Provides programmatic and administrative oversight of USAID/Nepal-funded FP/RH/MNCH/N/HS programs to ensure the achievement of results, advising and authorizing implementing partners to undertake specific courses of action consistent with current USAID/Nepal policies and regulations.
- H. Provides technical expertise and guidance in capacity building, planning, implementation, monitoring and evaluation to key governmental and non-governmental partners. Assists implementing partners in the development of achievable, measurable plans and objectives for implementation of innovative FP/RH/MNCH/N/HS interventions.
- I. Identifies opportunities for integrating "state of the art" approaches into FP/RH/MNCH/N/HS activities. Provides technical assessment and recommended strategies to pilot innovative interventions, including integration where appropriate of innovative approaches into current programs.
- J. Maintains liaison through substantive meetings with high-level public and private sector officials involved with USAID-supported programs keeping them informed of the program status, GON actions needed, difficulties encountered and other project-related issues, including review of existing strategies and formation of new policies with considering differences in opinions and priorities of other participating organizations.
- K. Plays a leading role in drafting and presenting project papers on FP/RH/MNCH/N/HS for USAID/Nepal, USAID/Washington, MOHP and multi-donor forums.
- L. Provides technical advice, recommendations and analytical opinions for the country strategy and USAID-supported policy development activities in the area of FP/RH/MNCH/N/HS as they relate to the achievement of overall U.S. Mission and program objectives.
- M. Makes regular project supervision and monitoring visits, ascertains progress, identifies delays and problems if any and recommends authoritative solutions. This may require up to approximately 30% travel to the field.
- N. Prepares reports, correspondence and cables required in connection with the management of USAID's FP/RH/MNCH/N/HS projects.
- O. Assumes Contracting Officer's Representative/Assistance Officer's Representative (AOR/COR)/Activity Manager responsibilities as requested.
- P. Coordinates with other technical staff on sub-sector activities contributing to program objectives to ensure they are synergistically working to achieve objectives.

2. 25% Time: Serves as a senior-level professional member of the USAID/Nepal Health and Family Planning Office:
  - a. Participates in and at times leads regular weekly Family Health technical team meetings, participates and leads as requested HFP meetings and other USAID/Nepal routine Mission-wide meetings.
  - b. Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the GON.
  - c. Participates in the preparation of sites for high-level delegations, i.e. Congressional Delegations and USAID/Washington.
  - d. Coordinates and communicates regularly with other HFP staff and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to FP/RH/MNCH/N/HS.
  - e. Provides technical guidance, supervision and support to other HFP staff to integrate approaches to strengthen the health system across the HFP portfolio, particularly related to health governance, quality improvement, human resources and health financing.
  - f. Authorizes and monitors project disbursements, prepares authorizations for signature of the responsible U. S. official.
  - g. Assists the MOHP in resolving issues related to outstanding advances, accounting irregularities and recommendations from audit findings.
  - h. Reviews contractor and grantees' financial reports for compliance with USAID requirements and procedures.
  - i. Prepares financial management documentation with input from responsible technical and finance staff. Prepares Implementation Letters (ILs) for commitment of USAID funds.
  - j. Prepares project close-out documentation and provides technical authorization working closely with financial management and contracting offices in the close-out process.
3. 10% Time: Ensures coordination and synergy of FP/RH/MNCH/N/HS activities with other USAID/Nepal health and non-health activities and other related activities supported by other donor partners:
  - a. Participates as a USAID/Nepal representative in technical, programmatic and policy development meetings with the MOHP, representatives from other relevant ministries and non-governmental partners.
  - b. Ensures synergy between FP/RH/MNCH/N/HS activities and other governmental and non-governmental health activities by facilitating exchange of technical information, providing expert technical opinion and identifying opportunities for technical and programmatic partnerships and collaboration for effective resource utilization.

- c. Participates in donor meetings with MOHP and other GON ministries as a senior-level USAID/Nepal representative.
- d. Serves as Acting Team Leader, Office Deputy Director or Director as requested.
- e. Other duties as assigned.

### **Required Qualifications:**

1. Education:  
Advanced degree in social or behavioral sciences, health, public health, or other relevant fields: a master's degree in public health or social science is required, doctoral degree in public health or similar field desired. An equivalent of 7 to 10 years of experience in the field of public health is acceptable as an alternative to a post-graduate degree.
2. Prior Work Experience:  
Five to 7 years of prior mid- to senior professional level experience in the field of public health is required; prior work experience with USAID or another international agency desired. Experience managing programs, including fiscal management required.
3. Language Proficiency:  
Level IV (fluent) in English is required.
4. Knowledge:  
Thorough knowledge of technical and programmatic family health and health systems issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, required.
5. Skills and Abilities:  
Must possess the ability to establish and maintain effective working relationships and an extensive range of contacts with USAID, USAID implementing partners, ministry level officials, central and district-level Government of Nepal and non-governmental organization counterparts. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency in relation to significant economic, political and social trends in the host country. Ability to plan, organize, manage and evaluate important and complex projects. Ability to communicate effectively, both orally and in writing is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a team environment also required.

### **Position Elements:**

1. Supervision Received - The position reports directly to the O/HFP Family Health Team Leader.
2. Available Guidelines - The position requires the knowledge and use of USAID regulations and guidelines for PHN sector "earmarked funding" and fiscal administration of PHN sector budgets (particularly for Population and Child Survival earmarked funding), administration of bilateral agreements, administration of program procurement mechanisms, and administration of field support funded mechanisms.

3. Exercise Judgment - The position requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.
4. Authority to Make Commitments - None
5. Nature, Level and Purpose of Contacts - The position acts as liaison with high-level officials in the MOHP, other health sector donors (particularly those involved in FP/RH/MNCH/N/HS), implementing partners operating under bilateral or field support mechanisms and with other line ministry high-level officials.
6. Supervision Exercised - The position directly supervises at least two mid/senior-level FSNs and is also responsible in assisting the Family Health Team Leader in managing the six-seven member team, and for periodic supervision of technical and support staff when Acting Team Leader or Deputy Director responsibilities are assumed. The position is also responsible for key communication with high-level GON officials.